



AMERICAN EMBASSY, COTONOU

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 003/11

OPEN TO: All Agencies in-house Locally Employed Staff (LES) and USEFMs, EFM's, MOHs & NORs

POSITION: Administrative Clerk

POSITION GRADE: USEFM/EFM/MOH/NOR: FP-9
(To be confirmed by Washington)

Ordinarily Resident (OR): FSN-5

OPENING DATE: March 14, 2011

CLOSING DATE: March 28, 2011

WORK HOURS: Full time; 40 hours/week

***SALARY:** Not-Ordinarily Resident (NOR):
US\$31,963 - US\$46,938 p.a.
(Position Grade: FP-9 to be confirmed by Washington)

Ordinarily Resident (OR):
CFA 4,336,975 - CFA 7,598,401
(Position Grade: FSN-5)

*** Please be advised that the final step and therefore the salary of the candidate selected will be determined based upon qualifications and experience as reflected on the job application.**

NOTE: ALL QUALIFIED ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND ABLE TO QUALIFY FOR A BENINESE WORK PERMIT.

The U.S. Embassy in Cotonou is seeking an individual for the position of **Administrative Clerk** in the Embassy Public Diplomacy (PD) Section.

BASIC FUNCTION OF POSITION

Under the direct supervision of the Program Support Specialist, performs receptionist and administrative duties at the American Cultural Center, uses new media communication tools and technologies to assist efforts to reach and engage target audiences interested in American Cultural Center, Mission and U.S. Government policies and programs.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Education: Minimum: Completion of Baccalaureate or Studies equivalent to Baccalaureate (CAPA) and at least two years of additional studies in any field.
2. Prior Work Experience: One to two years of administrative or clerical experience, preferably in the Embassy or an associated agency is desirable. Must be proficient in utilizing Microsoft Office package and phone systems.
3. Language Proficiency: French and English level 3 (Good working knowledge).
4. Knowledge: Job holder should have a good working knowledge of ongoing American Cultural Center activities to satisfy routine enquiries; should have a good working knowledge of host country customs and culture to properly interact with a variety of host publics.
5. Skills and Abilities: Must have good communication skills in French and English, be adept at public relations and courteous. Must have excellent customer service skills. Must be well organized and work speedily and efficiently, and be able to maintain records. Must be able to work under pressure and operate a camera, video camera and audio visual and sound equipments. Must have excellent judgment as the first point of contact with the public interacting with the Public Diplomacy section. Must be able to multi-task and adhere to work on deadline.

SELECTION PROCESS

When equally qualified, both U.S. Citizen Eligible Family Members (USEFMs), and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and the residency status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position must submit the following or HR cannot consider the application:

N.B.: Items A, B & C must be in English

- A. Cover letter.
- B. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (**DS-174**); **or**
- C. A current resume or curriculum vitae that provides the **same information** found on the UAE; **or**
- D. A combination of both, i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
- E. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- F. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Management Officer

American Embassy

Rue Caporal Bernard Anani

01 B.P. 2012, Cotonou

Telephone: (229) 21 30 06 50

Fax: (229) 21 30 19 74

E-mail: hrocotonou@state.gov

DEFINITIONS

1. U.S. Citizen Eligible Family Member (USEFM) – For purpose of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see definition at #2) at least 18 years old; and
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a U.S. Government agency that is under COM authority:
 - a) Resides at the sponsoring employee's or uniformed service member's post of assignment abroad, or
 - b) Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. Eligible Family Member (EFM). An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610)
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Appointment Eligible Family Member (AEFM). EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders *or approved Form OF-126, Foreign Service Residence and Dependency Report*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed *service* member who is permanently assigned to or stationed abroad at a U.S. mission, and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad,
- Does not receive a Foreign Service or Civil Service annuity

4. Member of Household (MOH) – An individual who accompanies a direct-hire

Foreign, Civil, or uniformed service members permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring U.S. Government employee to the Chief of Mission as part of his/her household.

An MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN)

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent and resident status within the host country; and,

Is subject to host country employment and tax laws.

CLOSING DATE FOR THIS POSITION: March 28, 2011 at 17H30

The U.S. Mission in Cotonou provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices and/or courts for relief.